



YELLOWSTONE COUNTY

APPLICATION FOR THE USE OF THE COURTHOUSE PARK

NAME OF ORGANIZATION_____

ADDRESS_____

PHONE NUMBER_____

NAME OF CONTACT PERSON_____

NAME OF EVENT_____

PURPOSE OF EVENT_____

DATE(S) OF EVENT_____

TIME OF EVENT(include setup and tear down time) _____am/pm to _____am/pm

APPROXIMATE NUMBER OF PEOPLE EXPECTED TO ATTEND_____

DESCRIPTION OF ANY EQUIPMENT THAT MAY BE PLACED ON LAWN OR
SIDEWALKS (TABLES, TENTS, TRAILERS, PODIUM, ANIMALS, ETC.).

IF YOU HAVE ANY EXAMPLES OF FLIERS OR INFORMATIONAL PACKETS YOU
WILL BE HANDING OUT, PLEASE INCLUDE WITH THIS APPLICATION.

**PLEASE SUBMIT THIS APPLICATION TO ROOM 311 OF THE COUNTY COURTHOUSE OR
MAIL TO:**

**YELLOWSTONE COUNTY GENERAL SERVICES
PO BOX 35004
BILLINGS, MT 59107
PHONE: 256-2775
FAX: 256-6947**

RULES FOR THE USE OF THE COURTHOUSE PARK

The Courthouse Park is a public park to be enjoyed by all citizens and visitors of Yellowstone County. To keep the park in the best possible condition, the following rules have been adopted by Yellowstone County.

1. All equipment and supplies needed for the event shall be provided by the applicant. Refuse shall be disposed of in the appropriate containers and/or removed from the park.
2. Any heavy objects such as trailers, equipment, animals, cooking equipment, garbage containers, ice chests, coolers, tents, etc., are not to be placed on the grass. Such items may be placed on the cemented areas only. The County reserves the right to review placement of all items on the Courthouse lawn and sidewalks to insure the adequate safety of the users and the public and to insure the best protection of the lawn, shrubs, trees, sidewalks, etc.
3. No vehicles of any kind shall be allowed in the park area.
4. Any damage to flowers, shrubs, sidewalks, trees, or any other County property in the Courthouse lawn area shall be itemized by the Facilities office and charged to the user within one week of the event.
5. No alcoholic beverages are allowed unless a permit is received from the Billings Police Department and provided to the County.
6. The Facilities Office (phone-256-2716) shall coordinate power usage, equipment placement, etc. All power cords, lights, and accessories shall be provided by the user.

I, _____
(Print Name)

FROM _____
(Organization)

hereby agree to the above rules for use of the Courthouse lawn on the date(s) of the event.

Signature

Date/Time

Approved by Yellowstone County on _____ day of _____.

Signature